



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Deputy Director for Health Services#
Jurisdictional Class:	Non-Competitive
Civil Division:	Department of Public Health
Adoption:	CSM 11/19/97
Revised:	CSM 3/4/98, 4/7/98, 6/16/99, 11/12/08, 2/22/23

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative position with responsibility to assist the Public Health Director in the planning, organization, directing and supervision of the public health programs in Cayuga County. The work is performed in accordance with applicable New York State and local health laws, rules, ordinances and regulations and with the policies and objectives of the Cayuga County Health Department as outlined by the Public Health Director. An employee in this classification has wide latitude in exercise of independent judgement and initiative in planning, developing, directing and coordinating services and functions of the County Health Program. Administrative supervision is exercised over diverse service programs involving several employees. Administrative direction is received from the Public Health Director in areas of policy implementation, and the review and approval of recommendation and implementation of the same.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

May under the direction of the Public Health Director, provide planning, organization, and direction for all elements of the Cayuga County Health Department, its programs and services, as well as the quality improvement process;

Enforces Health Department and County policies concerning personnel, contracts, purchasing and other services;

With administrative direction from the Public Health Director, provides direction to directors and others as needed, to formulate, initiate and execute policies, programs and procedures;

Assists in supervision of agency division heads;

Assists in the coordination of operating functions within the department;

Assists in the formulation and implementation of policies and procedures concerning the operation of the department;

Oversees divisions of the department in developing and maintaining methods and procedures of optimal economy and efficiency;

Assists the Director in carrying out specialized administrative services;

Interprets departmental policies and procedures to agency division leaders;

Assists in the development and control of the operating and capital budgets;

Assists in developing and implementing personnel practices and employee relations;

Serves as department head representative by acting as a liaison between division leaders, other departments, and private organization administrative matters;

Directs continuing and special studies of the department and its operation;

Prepares a variety of correspondence and reports as required;

Represents the Director at various meeting and conferences;

Coordinates, plans, and implements initiatives with other county departments to meet common customer needs in an efficient manner;

In the absence of the Public Health Director, acts for the Director and carries out all responsibilities of the Health Department;

Consults with Medical Director and Public Health Director on policies and decisions when medical determinations are needed;

Assists and may represent the Director in public relations aspects of the department in helping to interpret the work of the department to the community;

TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)

Administers the County Health Department programs under the direction and when authorized by the Public Health Director, including sanitary and public health engineering and nursing services;
Reports departmental activities to the Public Health Director and the local Board of Health;
Administers regulatory action within guidelines required by new York State Department of Health as applicable and prescribed under Article 28 and Article 36 of NYS Public Health Law;
Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities;
May participate in disaster activities as trained and assigned;
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices, and terminology of health administration;
Thorough knowledge of State and local laws related to the administration of health programs;
Thorough knowledge of principles and practices of business and public administration;
Thorough knowledge of budget preparation and expenditure control;
Thorough knowledge of governmental structure and resources;
Ability to evaluate programs and formulate policies to improve services;
Ability to prepare and analyze financial and statistical records reports, and statements;
Ability to communicate effectively, both orally and in writing;
Good knowledge of the laws, rules, regulations and standards, (local, state, federal) which mandate or impact on public health or which effect community health programs and services;
Ability to plan and implement new and innovative organizational methods to control budget, improve service and meet the goals of the departments;
Ability to plan, assign, and supervise the work of others.

MINIMUM QUALIFICATIONS:

- (A) A Master's Degree in Public Health from a regionally accredited or NYS registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) or a *related field, **AND**

Two (2) years of administrative experience in a health-related organization or government agency that demonstrated that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements; **OR**

- (B) A Bachelor's Degree in Public Health from a regionally accredited or NYS registered college or university that demonstrates the core competencies of public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) or a *related field, **AND**

Two (2) years of administrative experience in a health-related organization or government agency that demonstrated that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

*Related fields include Public Health Nursing, Health Administration, Community Health Education or Environmental Health

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle Operator's license.